

INCLUSION OF EVENTS ON DISCOVERPARRAMATTA.COM:

CRITERIA AND GUIDELINES

This document is intended to outline Parramatta City Council's policy regarding the listing of events on the Discover Parramatta website located at www.discoverparramatta.com or any successor website (**Discover Parramatta Website**).

The purpose of the Discover Parramatta Website is to showcase Parramatta as a city offering a compelling mix of high quality experiences.

The listing of an event on the Discover Parramatta Website is at the discretion of Parramatta City Council. Parramatta City Council reserves the right to decline to list any event that does not comply with this policy or that is otherwise for any reason considered inappropriate.

An event organiser (**Event Organiser**) may request that Parramatta City Council list an event on the Discover Parramatta Website by submitting an application addressing each of the criteria set out in ELIGIBILITY SECTION BELOW, at least 1 month before the event occurs.

To be ELIGIBLE for listing on the Discover Parramatta Website:

- The request for listing must be submitted by the Event Organiser or its authorised agent.
- An event must be held or located within the Parramatta City CBD **or** be expected to create increased visitor flows to the Parramatta City CBD
- An event must be open to the general public. Business functions are generally not eligible.
- An event should have broad appeal to the residents of the Parramatta local government area, the people who work within Parramatta and visitors to the Parramatta City CBD.
- An event must be an annual, one-off or special event and not be conducted on a daily, weekly or fortnightly basis. Regular classes such as dance or language classes are not eligible; attractions that include phrases such as 'tours every weekend', 'open over Easter', 'as part of the events calendar' or 'races nightly' are generally not eligible.
- An event must not reflect poorly on Parramatta, be substandard, unoriginal or offer poor customer value.
- fundraisers, sporting fundraisers, charity functions, trade shows, promotional and general commercial activities and competitions will be carefully reviewed against the criteria and may not be regarded as eligible
- amusement areas and school fetes are generally not eligible.

Parramatta City Council retains editorial control over the listing of any event on the Discover Parramatta Website and may include events at its discretion.

Submission of Applications

Application forms, downloaded from this site, are to be returned via the site or mailed/emailed to Parramatta City Council at Level 6, 30 Darcy Street Parramatta NSW 2150, dp_website@parracity.nsw.gov.au.

Parramatta City Council may refuse to accept applications which are incomplete, require further information to be included, relate to events that are not confirmed, relate to events that do not meet the criteria described above in the terms and conditions, or which are subject to confirmation from third parties.

Content

When submitting content concerning events, Event Organisers must comply with the Website Terms and Conditions of Use.

Without limiting Parramatta City Council's rights under the Website Terms and Conditions of Use, if Parramatta City Council:

- receives a complaint regarding the listing of an event on the Discover Parramatta Website; or
- considers that the event should not be listed for any reason,

then Parramatta City Council may immediately and without notice remove the listing of the event from the Discover Parramatta Website.

Event cancellation or Significant Change

An event organiser must immediately notify Parramatta City Council after it becomes aware that an event has been or is likely to be cancelled or is subject to a significant change to the information supplied.

General

The Event Organiser:

- will be solely responsible for all event related enquiries; and
- authorises Parramatta City Council to provide the contact details of the Event Organiser as part of the listing and otherwise to the public for the purpose of responding to event related enquires that Parramatta City Council receives.